

Directions To All Job Applicants:
 Please fill out this application and return to COJO of Flatbush Employment Center via fax: 718-758-2119 to the attention of the JOB INTAKE COORDINATOR.



Job Application
Fall 2006 Program

Leader Family Employment Center

This application will be followed up with an in-person interview.

1. BASIC INFORMATION - PLEASE PRINT

Name (Last, First):	
Social Security Number:	Address:
City, State, Zip:	Home Phone:
Work Phone:	Cell Phone:
Email:	Sex (circle): <div style="display: flex; justify-content: space-around;"> Male Female </div>
Birth date (m/d/y):	Age:
Marital Status (circle): <i>optional</i> MARRIED SINGLE DIVORCED SEPARATED WIDOWED	Number of Children: Number of Children Living at Home:
Current Living Situation (circle): OWN RENT OTHER _____	List restrictions/ barriers to employment
Check any public assistance you receive: ___ General Benefits ___ Social Security Insurance ___ Disability ___ Food Stamps ___ Medicaid ___ Other _____	Is English your primary language (circle)? YES NO Please list other languages spoken:

2. EMPLOYMENT HISTORY

Are you currently working? (circle): <div style="display: flex; justify-content: space-around;"> YES NO </div>	Salary Desired:
Type of Position(s) Applying for:	
1)	
2)	
3)	
What employment status would you accept (circle all that apply): Full Time Part Time Either Temporary	When are you available to work: Hours: Days of the week: Can you work during the circle all that apply) Day Evening Saturday Sunday
Health Benefits (circle): Must Desired N/A	Do you have a resume (circle)? YES NO If yes, Please Attach your resume

2. EMPLOYMENT HISTORY continued

Job Title:	Duties:
Employer:	
Address:	
City, State, Zip	
Immediate Supervisor:	
Title:	Full Time ____ Part Time __ Hrs/Wk ____
Salary (start):	Salary (end):
Start Date (m/y):	End Date (m/y):

Job Title:	Duties:
Employer:	
Address:	
City, State, Zip:	
Immediate Supervisor:	
Title:	Full Time ____ Part Time __ Hrs/Wk ____
Salary (start):	Salary (end):
Start Date (m/y):	End Date (m/y):

Job Title:	Duties:
Employer:	
Address:	
City, State, Zip:	
Immediate Supervisor:	
Title:	Full Time ____ Part Time __ Hrs/Wk ____
Salary (start):	Salary (end):
Start Date (m/y):	End Date (m/y):

3. COMPUTER LITERACY

Approximate typing speed (wpm):	Computer skills (circle all that apply): Word Excel Quickbooks
Have you had training in: __ Resume writing __ Interviewing techniques __ Customer Relations	Rate your computer skills on a scale of 1 to 5 (1=poor; 5=outstanding): _____

4. EDUCATION HISTORY

What is the highest grade you completed?
1 2 3 4 5 6 7 8 9 10 11 12
Check all that apply: __ High school diploma __ GED certificate __ Some college __ 2-year college degree __ 4-year college degree __ Post-graduate study
Are you a student now (circle): Yes NO If yes, are you attending school (circle): Full-time Part-time

List any colleges, training programs, ESL programs and business, trade, vocational schools you have attended or are attending.

Name of School/Program	Course of Study/Subject	Did you complete program?

If currently enrolled in a program, please list last day of our semester and the days/times of your classes:

When do you expect to graduate:

5. PERSONAL

Are You a U. S. Citizen (Circle) : YES NO	If you answered No, please complete this section)
Immigration Status (Circle): Refugee Asylum Parole Immigrant	
The following question is gathered for statistical purposes and is OPTIONAL. Check the line that most closely represents your ethnic heritage: __ African American __ Asian __ Caucasian __ Middle Eastern __ Chinese __ Hispanic __ Russian __ Other _____	
I certify to the best of my knowledge that all of the above information that I have provided is true. Client Name:	Client Signature: Date: